INFORMATION FOR APPLICANTS

Director of Science

Salary: LD 7 – 11 (£45,743 - £50,476)





Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. Last summer's results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

After embedding a change in leadership, in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils…….The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

The rapid rate of school improvement has been sustained and we are confident that the next Ofsted inspection will determine that we are a Good school, continuing on our journey to Outstanding.

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is "Living Well Together with **Dignity**, **Faith** and **Hope**". We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We believe that this is a once in a lifetime opportunity to make a significant contribution to the development of All Saints Academy. We are seeking to appoint a dynamic, ambitious individual who will promote and develop it.

We are offering this role as Director of Science as we wish to attract a colleague with appropriate experience. As a result we expect the successful candidate to make a real difference to the life chances of the students we serve and support us on our journey to outstanding.

We are looking for a Director of Science who will raise expectation and help students to fully appreciate their experience in the teaching of Science and who will take a firm lead in making Science the most successful Curriculum Area in our Academy.

As a senior member of staff you will contribute to the overall leadership and management of the Academy and be active in promoting its aims, and supporting an ethos that promotes achievement and high standards.

INFORMATION ABOUT THE SCIENCE CURRICULUM AREA

We have a team of four specialist teachers and two science technicians, all of whom are dedicated to improving student outcomes. Our Team works hard and each colleague knows that this is essential to get us to where we need to be.

We have a suite of laboratories and a preparation room for Science, together with a staff workroom and an office for the Curriculum Leader.

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

JOB DESCRIPTION

Director of Science

The duties outlined in this job description are in addition to those covered by the latest *School Teachers' Pay and Conditions* document. They will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

Responsible to:

Senior Leadership Team

Primary role:

In the first instance, to drive up standards within Science: outcomes; teaching, learning and assessment; personal development, behaviour and welfare and leadership and management

Core Purpose	• To provide professional leadership, strategic direction and management of Science within the Curriculum Area in order to secure high quality learning and teaching and improved achievement and attainment • Supporting and challenging colleagues through line management, performance management, mentoring and coaching • Building effective working relationships with Governors
Joint Responsibilities	• Strategic direction and development of the Academy • Taking a leading role in developing a learning culture, supporting access and progress of all students • Anticipation, planning and making provision for future demands • Taking a strategic role in raising achievement using assessment data • Human resources and financial management
Other Responsibilities	• Monitoring standards of achievement • Ensuring the implementation of Academy policies • Working closely in a coaching role with staff in terms of planning for and implementing improvement • Taking a full active role in the Academy's Performance Management System
Strategic Direction	• Securing high quality learning and teaching across the Academy where each individual makes progress • Leading on the use of data analysis to improve learning, teaching and interventions • Leading on and coordinating transition programmes and links, their organisation, development, delivery and evaluation • Leading on the development of programmes for students within and outside the curriculum resulting in enhanced and extended experiences with opportunities, leading to improved achievement and attainment at all levels • Leading on guidance and support for students in relation to pathways

	• Leading on research and development for teaching and learning • Monitoring the quality and evaluating the effectiveness of learning and teaching and the developmental approach to an agreed lesson observation cycle. • Developing styles of delivery for learning and teaching • Reporting regularly to the Principal including regular reporting on the quality of teaching and learning in the Academy • Ensuring contributions to the VLE, website and newsletter • To provide strategic direction for the Science CA, developing strong links leading to improved coherence in learning and teaching • To develop positive approaches to teaching and learning, between staff and students and between staff and parents/carers, so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society • To lead in the sharing and embedding of good practice with a focus on learning and teaching. • To take a strategic lead in raising achievement and attainment across the CA • To line manage the TLR holders within the CA, leading by example to ensure improvements are made in relation to high expectations and raised aspirations of staff, students and parents/carers • To take the lead within the CA in supporting access and progress of all students using relevant data to inform planning and facilitate the raising of attainment • With the TLR holders, supervise and monitor the performance of all staff and students within the CA taking appropriate and interventional action where necessary • To organise regular meetings to ensure the CA keeps abreast of current educational developments and to monitor standards of achievement • To lead the lesson observation cycle in a developmental approach to improve the quality of learning and teaching within the CA, building on strengths and eradicating weaknesses • To participate in the appointment and induction of new staff within the CA and to encourage and take part in in-service training • To produce an action plan to take the CA forward, linking in with the SIP/ Subject Development Plans and Intervention Programmes • To regularly feed back to the SLT reporting on progress and accountability within the CA • To collaborate outside the immediate Academy environment with other institutions to share and lead in innovative developments • To play a full part in the development of the Academy, particularly in terms of raising achievement • To be creative in ensuring that attainment is good • To work with Sponsors, as appropriate, to promote the Academy's ethos and to raise achievement
Learning and teaching	• Develop, implement, monitor and review schemes of work regularly to ensure that they are up to date and consistent with the Academy and national strategies • Develop, implement, monitor and review the use of ICT within the CA and ensure that ICT resources are produced, used and developed • Work with the Senior Leadership Team to develop the Academy's VLE • Secure effective teaching in line with Academy policy • Establish Assessment for Learning and use of data within schemes of work

	• Monitor the academic progress of all students and classes in the CA – including those of high ability and those with SEN or linguistic needs, and liaise with the relevant line manager and person responsible for tracking student progress • Use data appropriately to raise attainment • Advise students on their progress and how to progress further • Identify, along with Achievement Leaders, TLR holders and other teachers, students who are underachieving and where necessary create and implement effective plans to support such students • Use every opportunity to create a positive, memorable learning environment • Create a programme of lesson observation for the purpose of sharing good practice and advising staff on the quality of their teaching • Ensure that appropriate standards of behaviour are established and maintained in lessons and the CA environment, taking appropriate action to achieve the Academy's goals • Ensure that the CA adheres to Academy policies in relation to homework, coursework and marking • Ensure that public exam and coursework arrangements are co-ordinated and that staff and students are supported • Be creative with student groupings, teachers and courses to ensure student outputs are maximised, particularly in Year 11
Leading and Managing Staff	• Give clear vision and direction • Set high professional standards and monitor the work of and between the teams within the CA • Ensure that policies for managing students are appropriate, rigorous and adhered to by all • Ensure that there are clear expectations of organisation, leadership and management • Conduct Performance Review for members of the CA in line with Academy policy • Together with TLR holders, be responsible for ensuring all members of the CA receive the support, information and professional development necessary to improve student progress • Establish clear expectations and positive working relationships among the team through mutual support and teamwork • Manage and develop effective working relationships with the Principal, Leadership Team, Achievement Teams and other staff at the Academy • Set agendas for Curriculum Area meetings and ensure minutes are circulated • Provide administrative returns as and when required by senior staff • Contribute to the agenda and minutes of strategic leadership meetings • Delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability • Promote and support Academy events and extracurricular activities among students • Play a major and creative part in intervention programmes where appropriate
Deployment of Staff and Resources	• Identify appropriate curriculum, staffing and physical resources including ICT and ensure that they are used effectively, efficiently and safely • Oversee the assessment, recording and reporting procedure for the curriculum • Ensure that appropriate CA records are maintained • Work with the Student Services Team to ensure that Individual Education Plans, behaviour contracts and Personal Support Programmes are

	implemented to match students' needs • Ensure that the Principal, Leadership Team and Governors are well informed about policies, plans, priorities and developments • Carry out professional development interviews with curriculum members to identify training needs • Ensure that trainee and newly qualified staff are appropriately trained, monitored and supported

This job description is not exhaustive and the post-holder will be expected to undertake any other duties as reasonably requested by the Senior Leadership Team.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

…… ……

Post holder **Date**

……. ……..

Line Manager **Date**

Position ……

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION
Director of Science

	Essential	Desirable
Qualifications	• Degree in a relevant subject • Teaching qualification	• Masters or equivalent • Evidence of CPD
Teaching Experience	• Ability to motivate learners aged 11-18 • Ability to work across the whole ability range • Ability to plan strategically to meet the needs of a range of learners • Understanding of use of assessment to promote individual learning • Experience of at least Middle Leader level • Experience of raising standards of attainment and/or behaviour	• Experience of whole school success • Successful experience as Middle or Senior leader • Successful experience of dealing with a range of stake-holders
Personal and Classroom Management	• Ability to communicate effectively with a range of stakeholders • Ability to work to agreed deadlines • Ability to prioritise • Ability to demonstrate a range of teaching styles and to plan for individual needs • Ability to use ICT to promote learning and administration	• Ability to work with less experienced colleagues
Knowledge, Skills and Aptitudes	• Commitment to safeguarding the welfare of young people in the Academy • Ability to motivate and inspire young people and adults • Ability to work to agreed deadlines and to prioritise • Ability to exercise initiative and to work independently • Ability to accept direction • Ability to think on one's feet	• Ability to analyse data for comparative purposes
Personal Qualities	• Empathy with young people and an ability to build a strong rapport	

	• Ability to remain calm under pressure • Flexibility and hard-working • Tenacity and determination • An understanding of how teams work and of how to get the best out of each other • An ability to seek positive solutions to emerging issues	
Leadership Qualities	• Resilience and determination • Creativity • A positive approach to all issues • An ability to influence others • An ability to inspire Sponsors, Governors, staff, students and parents • An indefatigable appetite to do what is appropriate for the students we serve • Your glass is always full!	
Duration of Post	Permanent subject to successful Performance Reviews	
Review Date	No later than three years from the commencement of taking up post	

TIMELINE FOR RECRUITMENT PROCESS

Advertisement placed	Monday 14 May 2018
Closing date for applications	Monday 21 May 2018
Interviews	Wednesday 23 May 2018
Start Date	September 2018

ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to the Principal and HR Manager (01582 619700) to make an appointment.

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
PA to Principal and HR Manager
All Saints Academy
Dunstable
Beds LU5 5AB

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.